

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 04/2021)



See CDA 9003-I for Instructions	
1. INCUMBENT TBD	2. EFFECTIVE DATE (MM/DD/YYYY) TBD
3. DIVISION Division of Aging Policy, Research and Equity	4. UNIT NAME Master Plan for Aging
5. CLASSIFICATION Health Program Manager III	6. POSITION NUMBER 797-800-8429-001

7. SUPERVISOR'S STATEMENT: *I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.*

SUPERVISOR'S NAME (Print) Sarah Steenhausen	SUPERVISOR'S SIGNATURE	DATE
---	-------------------------------	-------------

8. EMPLOYEE'S STATEMENT: *I HAVE READ THIS DUTY STATEMENT AND AGREE THAT IT ACCURATELY REPRESENTS THE DUTIES I AM ASSIGNED.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
--------------------------------	-----------------------------	-------------

You are a valued member of the department's team. All CDA employees are expected to work cooperatively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees.

9. DESCRIPTION
<p>Under the direction of the Division of Aging Policy, Research and Equity (DAPRE) Director, and in coordination with the Director of the California Department of Aging, the Master Plan for Aging Project Director (PD), a Health Program Manager III (HPM III), provides oversight and manages the development, implementation, monitoring, evaluation, and improvement of the of complex policy initiatives pertaining to health, long-term services and supports, workforce development, housing and transportation, and other issues as related to the implementation of the Governor's Master Plan for Aging (MPA). HPM III will supervise a staff of Staff Services Manager II (Specialist) and Health Program Specialist I.</p> <p>Typical duties are as follows:</p> <p>Essential Functions:</p> <p><u>30% MPA Management and Oversight</u></p> <ul style="list-style-type: none">• Manages and tracks the MPA initiatives, in collaboration with the California Health and Human Services Agency (CalHHS) departments, other state agencies, and stakeholders.• Manages the timeline of MPA initiatives.

- Oversees the Data Dashboard for Aging to monitor the progress in implementing the MPA and measure the effectiveness of those changes on older adults, people with disabilities and caregivers.

Oversees the MPA Implementation Progress Tracker, ensuring a transparent MPA progress monitoring and reporting system.

25% MPA Implementation

- Leads internal CDA “check-in” meetings for MPA implementation.
- Partners with the CDA Executive team, CalHHS departments, other agencies, and stakeholders to identify and address complex policy issues in advancing the MPA.
- Escalates any risks to implementing the MPA initiatives to the CDA Director and DAPRE Division Director.
- Provides recommendations to the DAPRE Division Director regarding any changes to the implementation schedule or project deliverables due to any state, federal or other policy or program changes that may impact the scope or schedule of the MPA.
- Provides periodic briefings and updates to CalHHS, other agency partners, Legislative members and staff, Department of Finance staff, and stakeholders on the MPA implementation progress.
- Identifies and alerts the CDA Director and DAPRE Division Director regarding potential risks impacting the schedule and scope of MPA implementation.

15% MPA Statewide Communications Management

- Oversees all communications related to the MPA, including postings to the website and communications to stakeholder committees, including the IMPACT Advisory Committee, the Equity in Aging Advisory Committee, and the Research Partnership.
- Partners with the CDA Assistant Director of Communications and the Assistant Director of Legislative Affairs in leading MPA external communications, including developing and/or reviewing public website postings and emails, press outreach, and social media regarding the MPA as well as community events, Legislative, and Tribal relations.
- Partners with the CDA Assistant Director of Communications to oversee stakeholder and public engagement campaigns, ensuring that communities across the state are included in MPA input and learning opportunities.
- Develops mechanisms for collecting and sharing stakeholder and public input, ensuring transparent processes.

10% Team Leadership and Management

- Provides managerial leadership to develop, train, monitor, assess and mentor staff.
- Evaluates staff resources; develops and monitors the MPA budget.
- Provides direction and consultation to staff on the most difficult, complex, and sensitive work, issues and/or assignments.
- Participates in meetings with the CDA Executive Team to address MPA issues, provides executive consultation on the MPA and provides expertise across CalHHS and all state departments/agencies regarding the implementation of the MPA.

15% MPA Stakeholder Engagement

- Seeks feedback from stakeholders on work progress, and provides support as needed.
 - Oversees stakeholder engagement for the IMPACT Advisory Committee, the Equity in Aging Advisory Committee, and the Research Partnership and support and monitor MPA-related committees, such as the Disability & Aging Community Living Advisory Committee (DACLAC), the Alzheimer's Disease & Related Disorders Committee (ADRDC), and the Elder & Disability Justice Coordinating Council (EDJCC); this includes, but is not limited to:
 - Collaborating with the CDA Director, DAPRE Division Director, and MPA-related stakeholders to prepare meeting agendas and content, and track follow-up action items
 - Maintain the schedule and strategic sequencing of meetings with MPA stakeholders, the Governor's Cabinet Work Group, and cross-department and cross-agency
 - Report feedback from committee members to the CDA Director and DAPRE Division Director
 - Attend MPA-related meetings to identify intersections with MPA priorities, ensuring alignment across CalHHS and other member agencies to advance cross-sector and whole of government alignment and resources to advance the MPA.
 - Prepares annual MPA progress reports to the legislature
 - Prepares progress updates and agendas for the Governor's Cabinet Work Group on Aging.
- Travel
- Travel to local and regional meetings associated with MPA outreach and implementation

Marginal Functions:

5% Miscellaneous Duties

- Perform other job-related duties, special assignments, and projects as required in order to fulfill the mission, goals and objectives of DAPRE.

Revised 3/29/2022